



# MEMORANDUM

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**To:** Mayor and Members of the City Council

**From:** Montique McClary, Interim City Manager  
Alicia Steward, Finance Director

**Date:** August 5, 2022

**Re:** Consideration – Designate Deputy Finance Officer

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***BACKGROUND:***

On August 1, 2022, the City of Elizabeth City welcomed Mr. Brian Lewis as the Assistant Finance Director. Mr. Lewis will help lead and manage the Finance Department and enforce compliance with North Carolina state statutes. The responsibilities include signatures on checks and/or drafts on the official depository of the City of Elizabeth City.

***ANALYSIS:***

NCGS 159-25(b) requires the Council to formally designate the Finance Director and Assistant Finance Director as finance “officers” to carry out these functions and duties.

***STAFF RECOMMENDATION:***

By motion, authorize the designation of Assistant Finance Director Brian Lewis as Deputy Finance Officer in accordance to N.C. General Statute 159-25 (b).